APPENDIX 4-A.

(*See* RULE 21, APPENDIX 5.)

Rules for the supply of Stationery and Printing Stores for the Public Service.

PREAMBLE.

It is the policy of the Government of India to make their purchases of stationery and printing stores for the public service in such a way as to encourage the industries of the country, so far as is consistent with economy and efficiency. In pursuance of this policy the following rules have been prescribed for the supply of such stores ; they supersede all previous orders regarding the purchase of stationery and printing stores which are not explicitly continued. They are applicable to the Government of India and to provinces other than Governors' Provinces.

N.B.—The term stationery and printing stores includes all stationery stores, office appliances, printing stores, plant and machinery as set forth in the Appendix.

Rule 1.—Articles manufactured in India from Indian materials.

All articles which are produced in India in the form of raw material, or are manufactured in India from materials produced in India should, in preference to articles not manufactured in India or wholly or partly manufactured in India from imported materials, be purchased locally, provided that the quality is sufficiently good for the purpose, and the price reasonable.

NOTE.—Although a strict comparison of prices is not enjoined by this rule, it is essential in the interests of economy that the purchasing officer should take into consideration, so far as may be possible, the price at which articles of similar quality not manufactured or produced in India can be purchased at the time.

Rule 2.—Articles manufactured in India from imported materials.

Articles wholly or partly manufactured in India from imported materials should also be purchased in India in preference to articles not manufactured in India, provided that the quality is sufficiently good and the price not unfavourable.

Rule 3.—Articles which are not manufactured in India.

Articles which are not manufactured in India should be obtained by indent upon the India Store Department, London, except in the following cases :—

(*a*) When the articles are already in India at the time of order or are already on their way out, and their price and quality are not unfavourable as compared with those at which similar articles could be obtained through the India Store Department, London, and the cost of the supply does not exceed the limits prescribed in Rule 11. When the total value of the articles is trifling it is generally desirable to purchase them locally.

(*b*) Plant, machinery and component parts thereof, required for the purpose of a printing press or stationery office, and all office machinery and appliances may be purchased from branches established in India of manufacturing firms, borne on the list of the Controller of Printing and Stationery, India, provided that the following conditions are observed :—

(*i*) that the purchase is made by the Controller of Printing and Stationery, India, or in the case of printing stores required for the Survey of India, by the Surveyor General of India,

(*ii*) that the plant, machinery and appliances are of standard patterns such as are ordinarily manufactured by the firm, and have actually been so manufactured,

(*iii*) that the branch firm entertains an expert staff capable, when so required, of erecting and repairing the plant, machinery or appliances, which it supplies,

(*iv*) that the actual price of the articles (exclusive of any expenditure representing cost of erection) is as low as that at which articles of the same make can be supplied by the India Store Department, London,

(*v*) that, when test or inspection of the plant, machinery or appliances during manufacture or before shipment is necessary or desirable, arrangements should be made for such test and inspection to be carried out by the India Store Department, London.

(*c*) Other articles not manufactured in Europe, provided that—

(*i*) the purchase is made by the Controller of Printing and Stationery, India, or the Surveyor General of India,

(*ii*) the contract is made subject to inspection and approval at the time of delivery in India.

NOTE 1.—It should be clearly understood by indenting officers that this rule is subject to the preference which should be given under Rules 1 and 2 to articles of Indian manufacture.

NOTE 2.—Application for inclusion in the list mentioned in rule 3 (*b*) should be made to the Controller of Printing and Stationery, India, direct by the firm with a full statement of the reasons, which in its opinion justify such inclusion.

NOTE 3.—Branches [rule 3 (*b*)] may be held to cover approved technical agents of manufacturers who do not merely act as selling agents but are also in a position to render the same kind of technical assistance in India as actual branches of the firms.

Rule 4.—Articles requiring close comparison of quality and price.

In the case of the following articles manufactured in and outside India, in which a very close comparison of quality and price is essential, purchases should be made, subject to the limits prescribed in rule 11, either in India or by the India Store Department, London :—

(*a*) Paper of all descriptions (including envelopes but excluding ferro-prussiate, carbon, stencil and litho-transfer paper).

(*b*) Pencils, penholders and pen-nibs.

(*c*) Ink and ink-powder.

(*d*) Sealing wax.

(*e*) Such other articles as may from time to time be prescribed by the Government of India.

In these cases simultaneous tenders will be invited in India and London and samples should ordinarily be obtained from manufacturers and importing firms in India and from the India Store Department, London, for the purpose of test and comparison in India. Indents will be sent to the India Store Department, London, only in the case of accepted samples received from that Department.

Rule 5.—Articles which should be purchased in India.

The following articles, whether manufactured or produced in India or not, should be purchased in India provided that they comply with the current specifications, are of the requisite quality, and can be obtained at a not unfavourable price :—

(*a*) Those of a perishable nature (including ferro-gallic linen, ferro-prussiate paper, typewriter and similar ribbons, stencil paper and carbon paper).

(*b*) Block tin, antimony and pig lead.

(*c*) Printing and duplicating inks.

(*d*) Accessories for typewriters and other office machines.

(*e*) Cheap articles of common use required in small quantities only.

(*f*) Such other classes of articles, that can be obtained more economically in the local market or that cannot conveniently be purchased through the agency of the India Store Department, London, as may from time to time be prescribed by the Government of India.

Rule 6.—Special purchases in India.

In cases of emergency, or when inconvenience to the public service would be caused by waiting to obtain an article from England through the India Store Department, London, or when, owing to the greater promptitude of supply, an economy can be effected by purchasing in India articles which, under the foregoing rules, should be obtained through that Department, the purchase may be made in India, subject to the limits prescribed in Rule 11, provided that the articles are in India at the time of order or are already on their way out. In such cases, if the value of the articles exceeds Rs. 1,500, the sanctioning officer should place on record the reasons which make the local purchase desirable. This record shall be available for the inspection of the Audit Officer or the supervising officer, when required.

Rule 7.—Inter-departmental purchases.

Nothing in the rules is to be deemed to prohibit the purchase of stationery or printing stores by one Department or Railway from another.

Rule 8.—Method of obtaining articles not purchased in India.

Subject to the exceptions in rules 3 (*c*) and 4 all articles which under the foregoing rules are not to be bought in India should ordinarily be obtained by indent on the India Store Department, London, through the Controller of Printing and Stationery, India, except in the case of printing machinery required by the Surveyor General of India, who will indent direct on the India Store Department, London.

Rule 9.—Method of comparing prices.

In all cases in which the selection of source of supply depends upon comparison of prices the procedure to be adopted for such a comparison is as follows :—

(*i*) A reference should be made to Home prices as ascertained from time to time by the Controller of Printing and Stationery, India, from the India Store Department, London, or otherwise, and freight should be added at the current rates paid by the India Store Department, London, together with such charges for interest, insurance and freight

brokerage as may be declared from time to time by the Chief Controller of Stores.

(*ii*) In cases of important contracts, the prices ruling in the English market should be ascertained by telegraphic reference to the India Store Department, London.

(*iii*) In cases where the necessary information as to Home prices is not available the purchase in India shall be subject to the condition that the price is reasonable.

(*iv*) In order to arrive at the market value at an Indian port of the article imported from abroad the following charges shall be included :—

(*a*) Landing, wharfage and port charges.

(*b*) Customs duty as shown in the tariff to be applicable to be calculated either on its cost *plus* the additional charges mentioned in the earlier part of this rule or on the value shown in the tariff schedule, as the case may be.

(*v*) The cost of carriage to site from port or place of manufacture, as the case may be, shall be taken into account.

Rule 10.—Tests.

Any articles purchased in India which should be tested are liable to the specifications laid down from time to time by the Controller of Printing and Stationery, India, and should be required to pass the tests prescribed for such articles.

Rule 11.—Financial limits on powers of officers to make purchases in India.

In the case of all purchases made in India under these rules :—

(*a*) The Controller of Printing and Stationery, India, exercises full powers.

(*b*) Departments of the Government of India, minor local Governments, Heads of Departments other than the Controller of Printing and Stationery, India, * * * * * can purchase articles under these rules or delegate to officers subordinate to them powers to purchase articles under these rules up to Rs. 20 in each case subject to a maximum limi tof Rs. 250 per annum :

Provided that, except in the case of minor local Governments, these powers shall not be delegated without the sanction of and subject to such additional restrictions as may be imposed by the Government of India :

Provided further that, with respect to the purchase of printing stores required for the Survey of India only, the Surveyor General of India shall exercise full powers.

(*c*) * * * * * * * * *

(*d*) Officers in charge of Government Printing presses can purchase any one article or any number of similar articles, purchased at one time, included in the list of printing stores, up to Rs. 250, or with the sanction of the Controller of Printing and Stationery, India, up to Rs. 1,000 in each case.

(*e*) The Deputy Controller of Stationery, Calcutta, is authorised to purchase stationery and printing stores locally to meet urgent demands up to a

limit of Rs. 10,000 in each case, but must make a report to the Controller of Printing and Stationery if the value exceeds Rs. 250.

NOTE 1.—These powers are subject to the rules of the budget system, and to such limitations as may be imposed by the Government of India regarding the power to enter into contracts.

NOTE 2.—The Government of India are authorised to modify the powers and monetary limits prescribed in this rule at their discretion.

NOTE 3.—The powers given to certain military officers, entered in Appendix B of the Government of India Stationery rules, to make direct purchases, are not affected by this rule.

Rule 12.—Powers of the Master, Security Printing.

The Master, Security Printing, India, is authorised to exercise in respect of the specification and purchase of paper, machinery, appliances and printing stores, other than those intended for office use, required in connection with security printing, the powers conferred on the Controller of Printing and Stationery by rules 3 (*b*) (*i*), 3 (*c*) (*i*), 8, 10 and 11 (*a*).

Rule 13.—Power to sanction departures from the rules.

The Government of India have power to sanction departures from the rules in cases in which departure is in the public interest (subject to a report to the Secretary of State if the expenditure exceeds Rs. 50,000). Application for sanction in such cases should be made to the Government of India in the Department of Industries and Labour.

APPENDIX 4-A.

ANNEXURE.

A.—Stationery Stores.

Paper of all kinds, including printing, writing, drawing, blotting, cartridge, duplicating, typewriting, tracing, tissue, lithographic, packing, sectional, ferro-prussiate, carbon, oiled, waxed, stencil, lithotransfer.

Boards, card, mill, paste, pulp or straw.

Parchment and vellum (imitation or real).

Binding materials, leather, imitation leather, cloth, buckram, gold leaf, needles, thread (linen, cotton or wire).

Writing and drawing materials, including pencils, pens, pen-nibs, fountain and stylo pens, reeds, quills, ink, ink-powders, slate pencils, crayons, chalks, erasers (steel or rubber), ink stands, ink-pots, rulers, paint brushes, water colours, colour boxes, saucers for colours, slabs, ruling paste, tracing cloth, ferro-gallic linen.

Envelopes of all descriptions.

Miscellaneous.—Books (blank, note, reporters, etc.), pads (writing or blotting), tags, tape, twine, straps, sealing wax, glue, gum, paste, pins, pin-cushions, paper fasteners, paper cutters.

Packing cases and other packing materials (for Stationery Offices and Printing Presses only).

B.—Office Machinery and Appliances.

Typewriters and accessories, including ribbons.

Duplicators (flat and rotary) and office printing machines.

Calculating Machines.

Addressographs, protectographs and similar machines.

Numbering and dating machines.

Miscellaneous office requisites :—*e.g.*, letter-scales, punching and stapling tools, office cutlery.

Rubber stamps, metal seals, etc.

Card index systems and cabinets.

Loose leaf ledgers.

Machines, etc., required for testing paper and other stationery stores.

C.—Printing Stores.

Printing machinery of all descriptions including machines for composition, lithography, bindery, embossing, type casting, etc., etc., and accessories.

Printing furniture, including composing frames and cases, galleys, chases, quoins, riglets, leads, rules, etc., etc.

Type and type metal, and metal for conversion into type metal.

Ink, printing and lithographic.

Litho stones and plates.

Press and ruling machine blankets.

Glue, glucose, glycerine and other chemicals required for printing.

NOTE.—These lists are subject to modification at the discretion of the Government of India.